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**CONFIDENTIAL**~~S-E-C-R-E-T~~INSTRUCTION NO.  
LI 50-190-1

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OPERATIONS  
21 July 1955

SUBJECT: CIA Watch - "On Call" Officials of the Office of Logistics

25X1A

REFERENCE: Agency Regulation No. [REDACTED]

RECISSION: Multiple Addressee Memorandum from the Chief of Logistics  
dated 6 December 1954, same subject as above.1. GENERAL

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- a. [REDACTED] sets forth policies, responsibilities and general procedures to be followed by CIA officials in the event of information requiring immediate consideration by the National Security Council or the IAC.
- b. While the referenced regulation was written to provide for action to be taken in the event of receipt of information requiring immediate consideration by the National Security Council or the IAC, compliance with it, and with the provisions of this Instruction, will also insure that responsible officials can be located immediately for whatever reasons they may be needed.
- c. This Instructions assigns responsibilities, designates alternate "On Call" officials, and provides a procedure for their assumption of "On Call" duty.

2. RESPONSIBILITIES

25X1A

- a. Staff and Division Chiefs and employees under their jurisdiction will be responsible for compliance with the applicable requirements of [REDACTED] of this Instruction. Particular reference is directed to the following paragraphs of [REDACTED] 4.d, 4.e, 5.a, and 5.b.
- b. It is incumbent upon Staff and Division Chiefs to insure that sufficient key personnel of their components are available for call in order to support the "On Call" official as necessary.
- c. The "On Call" official for the Office of Logistics will be responsible for compliance with the provisions of paragraph 5, [REDACTED]

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3. DESIGNATION OF "ON CALL" OFFICIALS

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- a. Paragraph 5, [REDACTED] designates the Director of Logistics as the primary responsible "On Call" official for the Office of Logistics, and provides that a senior representative may be specifically delegated this "On Call" duty in lieu of the primary responsible "On Call" official, provided the Assistant Director for Current Intelligence is notified of this delegation.
- b. In order to provide for continuous office coverage by an "On Call" official, the following personnel are designated as senior representatives and will assume the "On Call" duty in accordance with the procedure contained in paragraph 4 below:

Name

Home Address

Telephone No.



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4. PROCEDURE FOR ASSUMPTION OF "ON CALL" DUTY

- a. The Director of Logistics, when in the metropolitan area of Washington, D. C., shall normally serve as the "On Call" official. During his absence, the Deputy Director will assume the "On Call" duty. During the absence of both the Director and Deputy Director, the "On Call" duty will be assumed by the Assistant Director of Logistics. Other senior representatives designated in paragraph 3.b will assume the "On Call" duty in accordance with this same process.

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b. When the "On Call" official will not be available to serve such duty, he shall be responsible for arranging for a replacement from the officials listed in paragraph 3 above. Replacement "On Call" officials will be selected in accordance with the order of designation in paragraph 3. Each official assuming the "On Call" duty or reverting to a status of "On Call" duty shall be responsible for notifying the CIA Watch Officer of the change in "On Call" officials. This same process will apply to each change of an "On Call" official in order that the Watch Officer may expeditiously locate the official responsible for performing the "On Call" duty.

FOR THE DIRECTOR OF LOGISTICS:

 Chief, Administrative Staff

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OL/AS/sjv

CC: CIA Watch Officer

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